

# Town of Litchfield, New Hampshire

## Capital Improvement Committee

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**Meeting Date:** 06/29/20

**Call to Order:** 6:03 pm

**Meeting Location:** Town Hall

**Meeting Called By:** Capital Improvement Committee  
**Type of Meeting:** CIPC Meeting  
**Facilitator:** Michael Croteau, Chairman  
**Note Taker:** Matthew Sullivan  
**In Attendance:** Vicki Varick, Library Director  
Donna Ferguson, Chair of Library Trustees  
**Memo:** John Brunelle hosted the meeting on Webex

**Members in attendance:**  
1. Michael Croteau, Chairman (Planning Board)  
2. Sean Flynn, Vice-Chair (Citizen)  
3. Brian Bourque (School Board)  
4. Jay Minkarah (NRPD Director)  
5. Peter Stone (Citizen)  
6. Steven Webber (Selectman)  
**Two members were absent:**  
1. Troy Brown, Town Administrator  
2. Andrew Cutter (Budget Committee)

**Agenda Topic:** Call to Order

**Presenter:** Michael Croteau

1. The meeting was called to order at 6:03 pm.
2. Chairman Michael Croteau welcomed everyone to the Capital Improvement Planning Committee remote meeting. He stated, "The Capital Improvement Committee will conduct a remote meeting pursuant to Governor Sununu's Emergency Order #12 related to public meetings. The Town Office will be closed to the public, and no more than three people will be physically present. The meeting will be broadcast live on Litchfield TV and Youtube channels. In addition, the public can call to listen to the meeting or provide public testimony during a public comment session. Public testimony can also be submitted to the Town Office during business hours or sent by email no later than 2 pm on Monday, June 29, 2020. Please contact Troy Brown, Town Administrator at [Tbrown@Litchfieldnh.gov](mailto:Tbrown@Litchfieldnh.gov), or 603.424.4046 ext 1250 for questions or more information. If you attempt to access the meeting and are unable to do so, please contact Troy Brown, Town Administrator at [Tbrown@Litchfieldnh.gov](mailto:Tbrown@Litchfieldnh.gov) or 603.424.4046 ext 1250."

**Agenda Topic:** Public Input @ 6:05 pm

**Presenter:** Michael Croteau

1. None

Public Input closed at 6:06 pm.

**Agenda Topic:** Review and Approval of Meeting Minutes

**Presenter:** Michael Croteau

**Discussion:** None

**Motion:** ( Brian Bourque / Peter Stone ) motion to approve the meeting minutes from June 15, 2020

**Roll Call Vote:**

1. Michael Croteau, Chairman – Yes

2. Sean Flynn, Vice-Chairman - Yes
3. Brian Bourque - Yes
4. Peter Stone - Yes
5. Steven Webber, Selectmen's Rep - Yes

**Vote:** ( 5-0-0 ) The motion carried.

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**Agenda Topic:** New Business

**Presenter:** Michael Croteau

1. **Library Trustees CIP Review:**

- a. Vicki Varick, Library Director, represented the Aaron Cutler Memorial Library (ACML). Chairman Michael Croteau asked Vicki Varick to provide a little background of the library, what the situation is in terms of the needs, and what she is seeking.
- b. Vicki Varick said that the library was built in 1924 when Litchfield had a population of 246. The town population has grown substantially, but the library has not. There has been no additional service space added to the building. The only addition the library had was in 2002. The library added a handicap accessible lift. She commented that they treat the lawn as a service area during the summer. The library has too many people coming into the library for the summer reading program.
- c. The library put up fencing, so they did not have to worry about children running onto Route 3A.
- d. Vicki Varick mentioned that the Aaron Cutler Memorial Library is situated in a space with a high water table. The library personnel is consistently emptying the three dehumidifiers located in the children's section of the library. The downstairs walls bubble up and need to be scraped off.
- e. The site is not situated for an addition to the library. Wetlands surround the library, and the parking lot only holds up to 17 cars.
- f. Vicki Varick commented that the library had been included in the town's Master Plan. The Master Plan has the library as part of the other public services. The benefit of the plan is that the library would be located along the walking path. Currently, one has to drive down 3A to get to the library.
- g. The library is 2,545 square feet. Vicki mentioned that based on Litchfield's population, the town needs a library building of approximately 10,000 square feet.
- h. Vicki Varick mentioned that libraries are used differently than they used to be. Libraries require open space and movable shelves. She described how most libraries now have activity centers,
- i. Brian Bourque asked Vicki Varick, where she emailed the project figures. She stated she emailed them to T.A. Troy Brown. T.A. Troy Brown then emailed the numbers to the CIP members and CC'd Vicki Varick. T.A. Troy Brown re-sent the email to the CIP members during the meeting.
- j. Vicki Varick was able to provide financial figures for the four towns that expanded and renovated their libraries. She was unable to provide the financial information on the library that was just built in the state.

Town	Current Size	Expansion	Renovation	Cost	Cost per sq ft
Wolfeboro	16,576 sq ft	6,062 sq ft	10,541 sq ft	\$4,850,000	\$292.41 sq ft
N. Conway	11,300 sq ft	6,000 sq ft	5,300 sq ft	\$3,900,000	n/a
Tuftonboro	9,164 sq ft	5,180 sq ft	3,924 sq ft	\$2,000,000	n/a
Walpole	3,700 sq ft	1,000 sq ft	2,000 sq ft	\$535,000	n/a

- k. Chairman Michael Croteau asked Vicki Varick if she had a plan regarding the library's infrastructure. She stated that Patience Jackson came to Litchfield five years ago and performed an initial study. Patience Jackson reviewed what the Aaron Cutler Memorial Library had, where the library was, and where it needed to be. The next step is to invite an architect to the town, and develop building plans.
- l. As of April 2015, when the report was written, the facts about the Aaron Cutler Memorial Library were:
  - i. At 2,545 square feet, it is the 95th smallest library of the 231 listed in the New Hampshire State Library database.
  - ii. Of the 27 towns in Hillsborough County that report a library, the Aaron Memorial Library is housed in the 8th smallest building.
  - iii. The Aaron Cutler Memorial Library has the second smallest square feet per capita at 0.31.

Name of Library	Town	Population of Legal Service Area	Library Square Footage	Square Feet per Capita
Aaron Cutler Memorial Library	Litchfield	8,271	2,545	0.31
Hills Memorial Library	Hudson	24,467	13,500	0.55
Leach Library	Londonderry	24,129	19,800	0.82

- m. Chairman Michael Croteau asked where she was looking for a new library to be built. Vicki Varick mentioned that she would like a new library to be built by Town Hall. Vicki was asked if there were any grants available to help with the costs to build a new library. She commented that she was not aware of any grants available at this time. She added that she heard other communities did fundraisers to raise the needed funds.
- n. If the town built a new library, Vicki suggested that senior groups use the Aaron Cutler Memorial Library. She also mentioned that the historical books that the current library does not have room for could be stored there.
- o. Steve Webber suggested that if a new elementary school was built, the town might want to think about adding a town library to the school. The idea is that the electrical, septic, and infrastructure would already be there. Vicki Varick said the idea could be discussed, but adding a public library to a school is not common. The library has people coming and going, and this could cause the school to have security issues.

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**Agenda Topic:** Public Input @ 7:08 pm

**Presenter:** Michael Croteau

1. None

Public Input closed at 7:09 pm.

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**Agenda Topic:** New Business (Continued)

**Presenter:** Michael Croteau

2. **Recreation Commission CIP Review:**

- a. No member of the Rec Commission was able to attend the meeting.

- b. The CIP Committee agreed to forego the Rec Commission and have them present at a future meeting.
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**Agenda topic:** Old Business

**Presenter:** Michael Croteau

1. None
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**Agenda topic:** Other Business

**Presenter:** Michael Croteau

1. Andrew Cutter emailed the CIP members asking if a member would take notes and post the highlights on Litchfield's Facebook page. Otherwise, he would listen to the meeting and post the highlights himself.
2. Chair Michael Croteau read into record Andrew Cutter's email to the committee. The email read, "I have been giving a lot of thought into Chief Sargent's presentation to our Committee and I understood there were three key areas of concern: 1) safety 2) space 3) storage. With this in mind and considering the ~6MM proposal that was presented for phase 2 addition of a new station adjoining the fire station, to me, it still seems quite expensive. I am having a difficult time justifying the need for a new facility when we have a current facility that is already outfitted and the ask is for more space - largely for offices, meeting rooms, and storage. I'd like the Committee to consider repurposing the current town hall administrative offices and using this area to address the needs of the police department. I suspect this will significantly reduce cost over building and outfitting new AND address all three key areas as presented. We could even consider a sally port addition to the current facility if required. Regarding where to locate the town hall administrative office, we could consider building a similar size building to the current office space (~3,000 sq ft) or can even consider a modular building to meet this need. I think this is a fair balance between cost savings to the town and addressing key items as presented by the Chief."
3. Brian Bourque liked Andrew Cutter's thought process with regards to a new police station. He added that if a new elementary school was built, the town would have a large empty building. He suggested moving the town hall offices and the library to Griffin Memorial School.
4. Brian Bourque asked Steve Webber if 'Phase Two' occurred, would there be enough room for the fire trucks to maneuver around the back of the fire station. Steve Webber was not concerned. He believed the police station would go back far enough, and still allow for the fire trucks.
5. Even though Chairman Michael Croteau commented that the Police Chief originally had an estimate of \$10,000,000, then returned with a lower estimate of \$6,000,000. Chairman Croteau wanted to know what the estimates would be to renovate Town Hall into a police station, then build a new Town Hall.
6. Chairman Michael Croteau questioned if the police station was built, what would go into the old police station's spot? One of his suggestions was to place the SAU in the police station's spot. Brian Bourque commented that the ideal thing is to get the SAU out of Campbell High School and into their building. He believed that moving the SAU into the Town Hall building would make the most sense.
7. Peter Stone commented that the CIP Committee should look into bundling proposed projects together. Steve Webber mentioned that the projects are going to have to be spread out over several years. The town would need to pay off a bond before starting a new project.
8. Jay Minkarah mentioned that the CIP Committee needs to look at the site plan for the Town Hall site. The committee needs to find out how much the site can accommodate.
9. Peter Stone suggested that the CIP Committee put out a survey and receive feedback from the Litchfield residents. Jay Minkarah said that he has already started to create a survey. The survey will ask the residents for their opinion regarding current town facilities. Steve Webber commented that he would like to have a Town Meeting to receive the resident's input during the process.
10. Jay Minkarah said that the CIP Committee should be looking to complete their work by the end of the summer. The budget season would have just started at the end of the summer. Michael Croteau asked Jay Minkarah to bring the survey to the next meeting.
11. The CIP Committee still needs to hear from the Recreation Committee and the Solid Waste Department.

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**Agenda Topic:** Public Input @ 7:08 pm

**Presenter:** Michael Croteau

2. None

Public Input closed at 7:09 pm.

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**Agenda topic:** Next Meeting Date & Time

**Presenter:** Michael Croteau

1. **Next Meeting:**

a. July 20, 2020 @ 6:00 pm.

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**Agenda Topic:** Adjourn the Meeting

**Presenter:** Michael Croteau

**Discussion:** None

**Motion:** ( Steve Webber / Sean Flynn ) motion to adjourn the meeting.

**Roll Call Vote:**

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|-----------------------------------|-------|
| 1. Michael Croteau, Chairman      | - Yes |
| 2. Sean Flynn, Vice-Chairman      | - Yes |
| 3. Brian Bourque                  | - Yes |
| 4. Peter Stone                    | - Yes |
| 5. Steven Webber, Selectmen's Rep | - Yes |

**Vote:** ( 5-0-0 ) The motion carried.

The meeting adjourned at 7:17 pm.

Approved by the Capital Improvement Committee:

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Michael Croteau, Chairman

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Sean Flynn, Vice Chairman

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Brian Bourque

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Peter Stone

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Steven Webber